

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Accounts Payable

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

M = Modification Required

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	Accounts Payable General Requirements					
AP 1.00	System accumulates and displays monthly, year-to-date (calendar or fiscal year), and inception-to-date (for lifetime of vendor) figures for:					
AP 1.01	Purchases by vendor (i.e., by invoice, purchase order / contract number, purchase item, budget unit).					
AP 1.02	Payments to Vendor, by Contract, Contract Type, Invoice					
AP 2.00	System produces an accounts payable aging report according to user defined aging buckets or provides for query.					
AP 3.00	System provides for match by combination of the items below based on system configuration:					
AP 3.01	One or more receiver documents					
AP 3.02	Purchase order (Encumbering Document)					
AP 3.03	Contract or other encumbering documents					
AP 3.04	Invoice					
AP 4.00	System automatically updates the general ledger for preencumbrance, encumbrance, payment voucher, and payment activities.					
AP 5.00	System provides for the recording of pre-encumbrances and encumbrances against all elements in the data classification structure.					
AP 6.00	System automatically relieves an encumbrance when an expenditure transaction is entered.					
AP 7.00	System automatically updates the general ledger on-line and in batch as preencumbrances and encumbrances are liquidated upon entry of encumbrances/expenditures or payables.					
AP 8.00	System provides ability to perform annual encumbrance reviews and close-outs at yearend.					
AP 9.00	System provides for assignment of unique pre-encumbrance and encumbrance document numbers, which are system-generated or manually entered.					
AP 10.00	System accommodates the recording of:					
AP 10.01	pre-encumbered encumbrances					
AP 10.02	non pre-encumbered encumbrances					
AP 10.03	non-pre-encumbered/non-encumbered vendor invoices, with the appropriate security control.					
AP 11.00	System rejects transactions for insufficient appropriation (with only users with the appropriate level of security having override ability).					

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AP 12.00	System provides the ability to determine how a disbursement transaction should be edited (e.g., whether the system should reject disbursement if insufficient budget balance or allow payment despite lack of sufficient funds).					
AP 13.00	System provides the ability to flag a fund so that no payments can be disbursed.					
AP 14.00	For partial payments that the user indicates is a final payment, the system provides the automatic liquidation of outstanding encumbrance balances for the invoice amount up to the outstanding encumbrance balance.					
AP 15.00	System prevents duplicate payments by editing invoice numbers and dollar amounts.					
AP 16.00	System provides an indicator that determines if the duplicate invoice edit produces fatal (prevents posting) error or warning message.					
AP 17.00	System automatically establishes recurring payments with an end date when capital leases are recorded.					
AP 18.00	System processes prepaid expenses (i.e., advanced payment, travel, etc.).					
AP 19.00	System provides standard payment terms at the vendor level or individual payment terms at the payment level.					
AP 20.00	System has the ability to have at least a 10-character payment number.					
AP 21.00	System generates accrual transactions for goods and services received and not invoiced by period end (month end and year-end)					
	Invoice Processing					
AP 22.00	System provides the ability to change the due date so that invoices are paid.					
AP 23.00	System provides the ability to put an invoice on hold so that it is not paid.					
AP 24.00	System allows the storage of a due date, discount date and discount percentage.					
AP 25.00	System allocates an invoice amount to various accounts according to a percentage of the invoice amount.					

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AP 26.00	System accepts memo information related to an invoice (including the vendor invoice number) and passes that information along to the vendor in the form of a remittance advice associated with a warrant or ACH payment.					
AP 27.00	System provides chart of account number distribution changes at the line item level on requisition, PO, invoice, and payment documents with appropriate security					
AP 28.00	An invoice payment may be charged to multiple funds.					
AP 29.00	System allows users the ability to save, retrieve, and update invoice transactions by payee.					
AP 30.00	System tracks and reports daily, weekly, or monthly future payment requirement schedules (cash requirements reporting) for disbursements.					
AP 31.00	System allows on-screen review of unpaid invoices by vendor and/or date.					
AP 32.00	System can associate multiple payment vouchers with a single purchase order.					
AP 33.00	System provides for automatically generated unique payment voucher numbers for each agency, with override capabilities.					
AP 34.00	System prevents duplicate payment voucher numbers					
AP 35.00	System allows users to access all purchase order information on-line during payment voucher processing.					
AP 36.00	System provides ability to control payments in excess of encumbered amounts by user-defined tolerance limits for each type of encumbrance (e.g., 10% or \$50 over encumbrance amount) provided sufficient spending authority exists.					
AP 37.00	System automatically calculates invoice due date based on invoice date or a user-specified date (such as 30 days from the date of receipt) and payment terms and schedules optimum payment date based on that calculation.					
AP 38.00	System provides ability to flag invoices for additional workflow approval upon entry.					
AP 39.00	System provides ability to indicate whether payment is final or partial upon entry of the invoice.					
	Payment Matching					

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AP 40.00	System automatically generates payments based on three way matching (invoice, receipt, PO).					
AP 41.00	System provides the ability to associate a payment with matching purchase documentation and receiving information.					
AP 42.00	System highlights discrepancies between purchase order, invoice and receiving document:					
AP 42.01	Unit price variances					
AP 42.02	Quantity received vs. quantity ordered vs. quantity invoiced					
AP 42.03	Extended value of the PO vs. extended value of the invoice.					
AP 43.00	System highlights discrepancies between encumbrance, invoice and authorizing documents for non-commodity purchases:					
AP 43.01	Hourly rate for services (i.e., consulting, contracted personnel services, etc.)					
AP 43.02	Deliverables					
AP 43.03	Terms of contract					
AP 44.00	System provides for user-defined tolerances in price and quantity, both on the individual line level and a cumulative tolerance on the header level. As long as match is within tolerance, payment voucher transaction will be accepted.					
AP 45.00	System requires the user to enter additional information for assets valued at a system configured dollar value.					
AP 46.00	System allows input of freight invoices/payments where there may be no corresponding purchase order reference.					
AP 47.00	System prevents freight charges on invoices that have FOB destination terms.					
AP 48.00	System automatically defaults certain line item details for PO related payments during vendor invoice entry with override capability.					
	Disbursements					
AP 49.00	System prevents un-authorized users from generating payments to vendors that are not in the vendor table.					
AP 50.00	System permits disbursements (warrants) to vendors that do not have a unique number in the vendor table (miscellaneous vendors).					
AP 51.00	System provides the ability to associate a vendor number with an external financial/payment system.					
AP 52.00	System accepts inbound payment requests through an open interface.					

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AP 53.00	System provides the ability to void or correct payments on-line, with appropriate corrections made to all financial balances.					
AP 54.00	System allows the user with appropriate security to override the default accounting period presented to the user during payment cancellation.					
AP 55.00	System provides the ability to record refund payments to vendors.					
AP 56.00	System links the refund payments to a specific receipt or collection and the associated revenue transaction.					
AP 57.00	System produces payment registers.					
AP 58.00	The accounting period of payment transactions is assigned automatically by the system based on user defined criteria with an option for manual override.					
AP 59.00	System provides the user the ability to correct errors on-line prior to processing a payment (e.g. voucher balance, account number, data error).					
AP 60.00	System processes invoices and payment from prior periods and properly updates general ledger.					
AP 61.00	System allows for the release of payment vouchers to payment processing by the following:					
AP 61.01	Batch					
AP 61.02	Document					
AP 61.03	Individual Line Item					
AP 62.00	System tracks the last warrant number.					
AP 63.00	System provides for late payments charges which can be calculated based on a State defined period interest rate applied to the overdue balance.					
AP 64.00	System provides the ability to consolidate payments across agencies					
AP 65.00	System does not process payments (warrants or direct deposits) until authorized personnel release payment voucher records.					
AP 66.00	System applies credit and debit memo amounts before producing payment, and applies credit memos only to the extent that they do not produce a negative payment.					
AP 67.00	System provides notification that vendor has a credit memo that exceeds the payment voucher amount.					

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AP 68.00	System allows for recording of credit or debit memo that is netted against or added to other payment vouchers during payment processing. Payment stub provides detail of netting.					
AP 69.00	System tracks balance remaining on credit memo and displays the invoices to which the credit has been applied.					
AP 70.00	System provides a warning message if the account distribution on credit memo transactions is not the same as the original expense account distribution.					
AP 71.00	System holds all payments to a vendor until the credit balance is exceeded by the amount owed the vendor.					
AP 72.00	System automatically updates liability account balances and accounts payable in the general ledger for payment processes.					
AP 73.00	System tracks all cash disbursements by financial reporting categories required by GAAP (i.e., other funds, component units, related governments, private customers, federal).					
AP 74.00	System provides ability to accept electronic billings from vendors and processes appropriate payments to vendors.					
AP 75.00	System allows for cancellation of payment made in a previous period and enables generation of general ledger transactions in the current period.					
AP 76.00	System provides the option to produce a single warrant for payment vouchers that have different agency numbers.					
AP 77.00	System allows the user to prevent a payment from being produced on a processed payment voucher.					
	Discounts					
AP 78.00	System allows payment scheduling by discount date.					
AP 79.00	System provides the ability to automatically distribute discounts taken during payment processing to the general ledger.					
AP 80.00	System automatically calculates discounts when the payment date is the same as, or prior to, the discount due date with override capabilities on discount due date.					
AP 81.00	System generates vendor payments based on federal rules, due date and discount date (whichever is earliest) to maximize interest earned and discounts received by the State.					

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AP 82.00	System accommodates time-based discounts based on quantity (e.g., \$.03/gallon discount if certain quantity of gasoline is purchased and paid for within a certain timeframe).					
	Holds					
AP 83.00	System provides the ability to put a payment on hold.					
AP 84.00	System provides mechanism for "holding" payment to vendors (separate from a Purchasing "hold") which have outstanding liabilities to the State, due to unresolved contractual problems, due to court-ordered garnishments, or for other reasons as dictated by State law (e.g., failure to pay child support), with the ability to override the hold with the necessary security.					
AP 85.00	System does not produce a payment for vendors in hold status.					
AP 86.00	System provides the ability to place a payment "hold" on encumbrances/documents such that no payment can be generated until the "hold" is lifted.					
AP 87.00	System provides the ability to place a "hold" on payments from one agency to a vendor, but maintain the ability for other agencies to continue to make payments to that vendor.					
AP 88.00	System provides ability to place a "hold" on payments related to a specific contract for a vendor, but maintain the ability to make payments associated with other contracts for that vendor.					
	Banking					
AP 89.00	System provides for EFT payments and allows ability to specify which type of EFT transaction to use (PPD, CCD, EDI, etc.).					
AP 90.00	Sorts EFT prenotes by account and bank for transmission to bank.					
AP 91.00	System accommodates management of bank transmission files (sorts prenotes and EFT payments by ACH clearing account and sends file at appropriate time).					
AP 92.00	Retains obsolete EFT vendor bank information for research purposes.					
AP 93.00	System allows effective dating (including future dating) of updated EFT bank information.					
AP 94.00	System provides for EBT payments.					
AP 95.00	System provides for the use of multiple banks with multiple accounts for both warrants and EFTs.					

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AP 96.00	System retains payment information and associated mailing address together.					
AP 97.00	System provides the ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one warrant, and itemize the invoices (including the vendor invoice number) on the remittance advice.					
	Payment Authorization					
AP 98.00	System allows for an electronic hierarchical approval path for approvals of payment requests.					
AP 99.00	System attempts to process payments and wire transfers that have not been made until funds are available, or request is deleted.					
AP 100.00	System allows for the manual deletion of payments and wire transfers based upon a single item, or a range of items.					
AP 101.00	System allows override capabilities to allow a payment or wire transfer when funds are not available.					
AP 102.00	System provides automatic notification of specified users when a wire transfer payment is approved.					
AP 103.00	System posts accounting entries to record cancellation information accepted by the system.					
	Printing and Handling					
AP 104.00	System provides all standard warrant writing functionality including:					
AP 104.01	Producing a warrant register, in both paper or electronic format					
AP 104.02	Printing U.S. Post Office approved barcodes on warrants and printing required Post Office reports required to obtain mailing discounts					
AP 104.03	Printing warrants based on multiple sorts (e.g., bank account first, then agency, then vendor number, etc.) as defined by the State.					
AP 105.00	System provides the ability to print warrants through the following means:					
AP 105.01	On-demand (override batch)					
AP 105.02	On-schedule/same day					
AP 105.03	Manual (immediate)					
AP 106.00	System prevents the printing or producing of blank, negative, or zero amount warrants as well as warrants with no payee specified or incomplete address information.					

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AP 107.00	Suppresses printing or producing of warrants under a user-defined dollar amount parameter (e.g. \$2).					
AP 108.00	System provides the ability for authorized users to override the user defined warrant printing threshold.					
AP 109.00	System provides the ability to print on-demand warrants (exclusive of the normal payment processing cycle) and record in a separate warrant register, bank file, and control file, if desired.					
AP 110.00	System accommodates the reprinting of the remittance advice.					
AP 111.00	System provides the ability to enter "global" promotional or reminder comments on the remittance advice.					
AP 112.00	System provides the ability to enter a user-specified payment message on one particular payment voucher and have it print on the remittance advice.					
AP 113.00	System provides the ability to produce, through secure printers, warrants with MICR encoding, post office approved bar codes, and electronic signatures.					
AP 113.01	MICR encoding					
AP 113.02	post office approved bar codes					
AP 113.03	electronic signatures					
AP 114.00	System prints warrants at various locations.					
AP 115.00	System provides ability to generate replacement warrants to replace canceled, stale dated, lost, or voided warrants and generate related table updates for the replacement warrants.					
AP 116.00	System provides the ability to designate warrants for special handling and specify sort in printing cycle.					
AP 117.00	System provides the ability to designate warrants for special handling when source is electronic file.					
AP 118.00	System allows for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.					
AP 119.00	System optionally combines payment transactions by vendor across the chart of accounts (i.e., fund, agency, appropriation, and project).					
AP 120.00	System generates payment through direct deposit if designated to do so in vendor file (for vendors) or in the employee master file maintained in the Human Resource module.					

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AP 121.00	System provides ability to cancel a payment or warrant or a portion of or entire warrant run by entering certain payment cancellation information, including a cancel reason code (e.g., pending cancel, cancel, stop, etc.).					
AP 122.00	System provides the ability to place a "cancellation" on disbursements and generate the appropriate General Ledger transaction.					
AP 123.00	Depending on the cancellation reason code, system may automatically update the financial balances including general ledger and available budget in the appropriate budget year.					
AP 124.00	System prints warrants using blank check stock.					
AP 125.00	System provides ability to restart warrant and remittance advice printing at a user specified starting point.					
AP 126.00	System sequentially numbers and controls payments and remittance advices.					
	Positive Pay Banking					
AP 127.00	System accommodates positive pay banking.					
AP 128.00	Records non-match paid warrants from the bank's warrant file to the system for inquiry on an exception file.					
AP 129.00	System provides ability to transmit warrant number, \$ amount, payee name, general ledger accounting information and issue date of warrants issued.					
AP 130.00	System provides ability to receive and post paid warrant information, including warrant number, issue date, status/paid date, paid amount and status of warrant, based on the bank account number.					
AP 131.00	System provides ability to receive electronic payment files from bank and records discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation database without updating financial balances (suspense file).					
AP 132.00	After a mismatch has been identified, system accommodates subsequent posting of a bank reversal in the reconciliation database and reposts the corrected information to clear the suspense file.					
AP 133.00	System provides the ability to change the issuance number (i.e., manual warrant number recorded incorrectly).					
AP 134.00	System allows electronic updates when payment cancellations are confirmed.					

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	Stale Dating of Warrants					
AP 135.00	System generates reports and electronic files of cancelled and stale dated warrants, and allows for the transmission of electronic information.					
AP 136.00	System accepts and posts cancellation status and cancellation date of posted stale dated warrants.					
AP 137.00	System posts accounting entries to record cancellation information accepted by the system.					
	Issuance Reconciliation					
AP 138.00	System provides ability to reconcile by issue date, issuance number, and dollar amount.					
AP 139.00	System retains cleared warrants in a warrant reconciliation data base for inquiry and/or reporting purposes, including the ability to view the remittance advice.					
AP 140.00	System provides for an automated reconciliation of all bank activity (including detailed reconciling items) per the Financial Management module to bank transactions received from the State's bank accounts through automated means.					
AP 141.00	System provides for reconciliation of treasury cash balances with fund cash balances.					
AP 142.00	System automated bank reconciliation processes must accommodate multiple bank accounts with multiple banks.					
AP 143.00	System provides a manual as well as an automated reconciliation process that can be used at the operator's discretion.					
AP 144.00	System provides the ability to make corrections or changes during the reconciliation process with appropriate user authorization.					
AP 145.00	System provides for reconciliation of cash in bank with fund cash balances.					
AP 146.00	System provides user-defined status codes that can be applied to warrants to track the claims for warrant restoration and the stages of the research (i.e., requested, assigned, researched, restored).					
AP 147.00	System provides reports/inquiries to track history of claims for stale-dated warrants through each successive status.					
AP 148.00	System produces a monthly detail stale dated Warrants Listing by fund and by warrant type.					

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AP 149.00	System produces warrant reconciliation reports of manual transactions by fund and warrant type on a daily, monthly, or annual basis or by a specified date range.					
AP 150.00	System allows for printing of a daily, monthly, annual, or specified date range report of all cleared warrants by warrant type and by fund.					
AP 151.00	System allows for printing of a daily, monthly, annual, or specified date range report of all cleared warrants by bank account number and by fund.					
AP 152.00	System produces a daily general ledger accounting report of the warrant clearing transactions.					
AP 153.00	System produces a daily, monthly, annual or specified date range report that shows the total amount and number of outstanding warrants for the fund.					
AP 154.00	Computes the number and dollar amount of warrants written per warrant run by day and per month.					
AP 155.00	System provides for the ability to store paid check images from CD input.					
	1099 Processing					
AP 156.00	System provides the ability to track 1099 and W-9 forms.					
AP 157.00	System provides the ability to report 1099 amounts by social security number and EIN.					
AP 158.00	System provides backup withholding functionality					
AP 159.00	System provides for payments to multiple 1099 codes.					
AP 160.00	System produces 1099 file that fully complies with current and on-going IRS standards (i.e., no special characters, appropriate use of blanks, etc.).					
AP 161.00	System provides the ability to query and print 1099 data.					
AP 162.00	System collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).					
AP 163.00	1099 information from interfaced disbursement systems must also be included for consolidated reporting.					
AP 164.00	System maintains 1099 name and address separately from historical payment information and retains it from one year to the next.					
AP 165.00	System provides for reprinted 1099 forms for an individual vendor.					

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AP 166.00	System provides the ability to correct 1099 information in the system, reprint the 1099 form, and produce a correction file for the IRS.					
AP 167.00	System appropriately adjusts 1099 reportable balances for both on-line and batch/interface payments and payment cancellations.					
AP 168.00	System automatically identifies transactions as 1099 reportable based upon the expenditure object even if the vendor is not 1099 reportable.					
AP 169.00	System provides an field that indicates if a vendor is 1099 reportable.					
AP 170.00	System provides a field that indicates if a vendor is a medical or legal corporation.					
	Employee Reimbursement					
AP 171.00	System provides the ability to reimburse employees for travel and other expenses.					
AP 172.00	System generates payments (or invoices) to employees based on reconciliation of advances vs. expense reports.					
AP 173.00	System provides ability for State employees to initiate reimbursement for their travel expenses through direct entry of travel expenses into the System, and to query on the status of their pending travel reimbursements.					
AP 174.00	System provides an optional travel authorization process that can be initiated by individual agencies, and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement.					
AP 175.00	System differentiates between accountable (detailed reporting and payment for actual expenses) and non-accountable (per diem) travel reimbursements.					
AP 176.00	System provides facility for 1099 reporting payments; where appropriate per diem is reported on the W2.					
AP 177.00	System automatically detects and rejects any request for duplicate payment based on time period, dollar amount, and invoice number.					
AP 178.00	System queries employee master files in the Human Resources module to verify that requestor was in fact an active State employee at the time of the expense.					

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AP 179.00	System records the issuance of an advance as a receivable and reimbursement of employee advance as a cash receipt and calculates any remaining amount due or receivable after the employee has completed travel.					
AP 180.00	System provides a flexible hierarchical approval process for approving employee reimbursement.					
AP 181.00	System should track employees who are eligible for mileage reimbursement.					
AP 182.00	System pays the per diem rates for meals.					
AP 183.00	System edits transactions to ensure that the State maximum for lodging is not exceeded without appropriate approvals.					
AP 184.00	System permits entry and submission of claims by selected users on behalf of other employees (proxy submission).					
AP 185.00	System requires basic information concerning the nature of the travel including but not limited to:					
AP 185.01	Date range of travel					
AP 185.02	In/out of state					
AP 185.03	Travel reason					
AP 185.04	Travel advance amount					
AP 185.05	Departure date					
AP 185.06	Return date					
AP 185.07	Exception travel					
AP 185.08	Estimated expenses					
AP 186.00	System defaults the object of expenditure based upon the selected travel category					
AP 187.00	System permits authorized users to override/change the default object of expenditure.					
AP 188.00	System defaults the cost center based upon the user id.					
AP 189.00	System permits authorized users to override/change the default cost center.					
AP 190.00	System provides an explanation field for each line item.					
AP 191.00	System generates a warning message when travel claims are entered for the same traveler with overlapping travel periods.					
AP 192.00	System notifies approvers that travel claims have overlapping travel periods.					

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AP 193.00	System calculates mileage based upon user specified origination and destination.					
AP 194.00	System provides for vicinity mileage.					
AP 195.00	System stores an employees official station (city and state) to use in calculating mileage.					
AP 195.00	System generates requires an explanation if the amount of mileage claimed by the user exceeds the amount of mileage calculated by the system.					
AP 196.00	System identifies travel line items that require receipts.					
AP 197.00	Travel reports contains the following items:					
AP 197.01	Travel claim identifier					
AP 197.02	Employee identifier					
AP 197.03	Travel line items					
AP 197.04	Receipt required indicator					
AP 198.00	System prevents employee from altering the travel claim while it is being reviewed by the approver.					
AP 199.00	System automatically notifies approvers that a travel claim has been submitted.					
AP 200.00	System allows employees to modify rejected travel claims.					
AP 201.00	System tracks submitted amounts and adjusted amounts separately.					
AP 202.00	System automatically notifies the employee if the travel claim is adjusted.					
AP 203.00	System stores default per diem rates by location.					
AP 204.00	System allows employees to override defaulted per diem rates.					
AP 205.00	System provides the following inquiries/reports					
AP 205.01	Status of all travel claims by employee					
AP 205.02	Paid travel claims by employee					
AP 205.03	Unpaid travel claims by employee					
AP 205.04	Travel claims awaiting action by approver					
AP 205.05	Travel claims approved by approver					
AP 205.06	Travel claims rejected by approver					
AP 205.07	Travel claims awaiting payment by department					
AP 206.00	System stores travel information for a minimum of two years.					
AP 207.00	Stored travel information includes:					
AP 207.01	Traveler					

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Accounts Payable

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

M = Modification Required

C = Custom Report/Inquiry

N = Cannot Meet Requirement

T = Third-Party

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
AP 207.02	Travel destination					
AP 207.03	Travel dates					
AP 207.04	Travel reason					
AP 207.05	Travel advance amount					
AP 207.06	Travel cost					
AP 208.00	System provides for the retrieval and maintenance of the Government Service Agency (GSA) Continental United States (CONUS) travel rates for meals, lodging and incidental per diem rates.					
	Trust Accounting					
AP 209.00	System provides for the establishment of individual trust accounts for children or inmates.					
AP 210.00	System provides the capability to disburse funds from the trust account.					
AP 211.00	System provides the capability to garnish any deposits made into the inmate's trust account.					
AP 212.00	System provides the capability to deposit funds into the inmate's trust fund account.					
AP 213.00	System provides the ability to set the precedence of the garnishments.					
AP 214.00	System provides the ability to establish business rules that predefine the percentage split between the garnishment and the inmate's trust account for deposits.					
AP 215.00	System provides the ability to transfer funds from the inmate's trust account to a holding fund.					
AP 216.00	System holding account information includes the amount contributed by each inmate.					
	Querying					
AP 217.00	System allows the user to query by the following elements:					
AP 217.01	Invoice Number					
AP 217.02	Purchase Order (Encumbering Document)					
AP 217.03	Warrant Number					
AP 217.04	Payee					
AP 217.05	Contract Number					
AP 217.06	Commodity Code					
AP 217.07	Object					

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Accounts Payable

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
AP 218.00	System provides invoice tracking for pending department/agency approvals.					
AP 219.00	System tracks performance measures by user ID.					
AP 220.00	System maintains an open item file of unpaid vendor invoices and allows inquiry into that file by vendor or invoice.					
AP 221.00	System maintains, tracks, and inquires (online) the following payment voucher history information:					
AP 221.01	Invoice number					
AP 221.02	Vendor name					
AP 221.03	Vendor number					
AP 221.04	Tax ID number or SSN					
AP 221.05	Requisition number					
AP 221.06	Purchase order or Encumbering Document number					
AP 221.07	Contract number					
AP 221.08	Warrant/EFT amount					
AP 221.09	Warrant/EFT date					
AP 221.10	Payment Transaction Date					
AP 221.11	Warrant/EFT number					
AP 221.12	Account distribution					
AP 221.13	Unpaid invoices					
AP 221.14	Comments					
AP 222.00	System tracks archived payments by vendor name, warrant number, date and amount.					
AP 223.00	System tracks pending payments by scheduled payment date.					
AP 224.00	System allows the user to retrieve payment information and determine its redemption status (redeemed, stop payment, etc.).					
	Reporting					
AP 225.00	System provides user-defined parameters sorting parameters (i.e., date ranges, funds, etc.).					
AP 226.00	System provides standard interfaces for document imaging.					
AP 227.00	System provides the following reports, including but not limited to:					
AP 227.01	Invoice Aging Report					
AP 227.02	Match Discrepancy Report (discrepancies between matched items by quantify and price) by vendor					

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Accounts Payable

Vendor Response Codes:

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
AP 227.03	Missing Match Report (2 out of 3 items in the 3 way match in the system)					
AP 227.04	Report of payments made within or on 30 days from receipt of the invoice					
AP 227.05	Report of payments not made within 30 days from the receipt of the invoice					
AP 227.06	Report of all outstanding encumbrances as of a user specified date.					
AP 228.00	System provides the ability to filter or sort the above reports by vendor.					
AP 229.00	System produces a report that identifies the average number of days for disbursements to be paid by bank account or in aggregate.					
AP 230.00	System produces a listing of invoices that have triggered the duplicate invoice edit.					
AP 231.00	System produces a listing of payment vouchers that have not been approved for payment.					
AP 232.00	System allows for online viewing or printing of a summary Outstanding Warrant Report (including the actual date cleared) by fund and warrant type on a daily, monthly, or annual basis or by a specified date range.					
AP 233.00	System provides a report of discounts taken.					
AP 234.00	System lists all discounts lost by any or all of the following items: vendor, time period, agency, or organizations within the agency.					
AP 235.00	System provides a report of all issuances in a "cancel pending" status for more than a user-defined parameter number of days (e.g., ten days).					
AP 236.00	System produces an activity report showing all the daily online update activity in the system.					
AP 237.00	System produces an error report/listing that includes the error code and description.					
AP 238.00	System generates performance/operational reports on operations including but not limited to the following:					
AP 238.01	Number of transactions corrected					
AP 238.02	Number of garnishments and liens processed					
AP 238.03	Number of warrants produced					
AP 238.04	Number of credit ach payments					